

# **1300 – 1530 Monday – Thursday**

Web site: <http://www.kaiserslautern.army.mil/Directorates/DHR/passports.html>

Email: [dusagkaiserslauternpassport@eur.army.mil](mailto:dusagkaiserslauternpassport@eur.army.mil) or CIV: 06314118892/DSN: 483-8892

## **CHILD UNDER AGE 16 RENEW OFFICIAL CIV**

1. MOTHER FATHER AND CHILD MUST BE PRESENT
2. Passport Application <https://pptform2.state.gov/>  
Check box, click submit, Click Apply Online this will say **ABOUT YOU** which is the applicant, & Use and our Mailing Address:

**USAG KAISERSLAUTERN ATTNPASSPORT OFFICE**  
**UNIT 23152 APO AE 09227**  
**IN CARE OF KAISERSLAUTERN**

At the end it will have a review, and then a \$ amount for **Passport Book** click submit. This will take you to a screen 1-4 at the bottom it will say [Create Form](#). Check the box and click [Create Form](#) this will open a 6 page PDF file, Print pages 5-6 and bring to Appointment.

WHEN DONE YOU WILL HAVE A 2D BARCODE IN UPPER LEFT of Page 5

3. CURRENT PASSPORT
4. ID CARD OF MOTHER AND FATHER & APPLICANT
5. ORIGINAL BIRTH CERTIFICATE (RAISED OR COLOR SEAL)
6. TWO IDENTICAL PASSPORT PICTURES 2X2 INCH (with a white background)
7. ORDERS & TRANSPORTATION AGREEMENT
8. DD form 1056 SIGNED IN **BLUE** BY YOUR EMPLOYMENT AGENCY